



Alcatel 4200

4200 Admin User Guide

Install a mailbox

Dial 51

When voice mail answers and asks for a mail box number enter 0

Enter 4444 as a password

Select option 2 from the main menu (Install mailbox)

Enter the mailbox number (Extension number)

Press # to confirm

Delete a mailbox

Dial 51

When voice mail answers and asks for a mail box number enter 0

Enter 4444 as a password

Select option 3 from the main menu (Modify mailbox)

Enter the mailbox number (Extension number)

Press 3 to delete

Reset the user password

Dial 51

When voice mail answers and asks for a mail box number enter 0

Enter 4444 as a password

Select option 3 from the main menu (Modify mailbox)

Enter the mailbox number (Extension number)

Press 1 to reset password

(The user will need to go into their voice mail and enter in a new password)

Transfer a caller to voicemail

Dial 51, this will put caller on hold

When voice mail answers, dial *8

It will ask you to enter destination mailbox number (Enter extension number)

The press the 'Transfer' key immediately

Set voice mail date and time

Dial 51

When voice mail answers and asks for a mail box number enter 0

Enter 4444 as a password

Select option 8 from the main menu (Time and date)

Select 1 to set the time

Enter hour and minutes (24hr format)

to confirm

Select 2 to set the date

Enter day, month and year (For example 13th June 2001 would be 130601)

to confirm

Set telephone system date and time

From the Advanced handset

Press the right hand arrow on oval navigator key

Press the key underneath 'Operat' in the display

The display will ask you to enter a password, please enter 1954

You have then entered the programming screen

Press the key underneath 'Clock' in the display

This will then display current date and time

Use the < and > arrows in the screen to move the cursor

Re-enter the time using the numeric keypad

Press 'OK' in the display

Press the release key to exit programming mode

To programme system speed dials

From the Advanced handset

Press the right hand arrow on oval navigator key

Press the key underneath 'Operat' in the display

The display will ask you to enter a password, please enter 1954

You have then entered the programming screen

Press the key underneath 'Comspd' in the display

It will show the first entry as 7000

Press modify to alter name or tel number

Press next to scroll through

Press right hand arrow and it will show Goto or new

Goto will let you go to a specific entry, new will take you to the next available space

To change a user name

From the Advanced handset

Press the right hand arrow on oval navigator key

Press the key underneath **'Operat'** in the display

The display will ask you to enter a password, please enter 1954

You have then entered the programming screen

Press the key underneath **'Subscr'** in the display

Key in the extension number you wish to amend

Press the key underneath name in the display

Clear the current name, re-enter new name using the keypad

Then press the key underneath OK in the display

Pre-announcement

From the Advanced handset

Receiver down

Press the right hand arrow on oval navigator key

Press the key underneath **'Operat'** in the display

The display will ask you to enter a password, please enter 1954 or press password key

Press the key underneath **'Expert'** in the display

Press the key underneath **'Music'** in the display

Select Rec Msg or Hear Msg

Select message 1,2 or 3

Lift the receiver

Press **'Start'** , record message, press **'Stop'**

Then select OK to save or listen to listen to message